



DEVELOPMENT SERVICES DEPARTMENT

Building (954-797-1111)

Engineering (954-797-1113)

Planning & Zoning (954-797-1103)

TOWN OF DAVIE 6591 ORANGE DRIVE, DAVIE, FLORIDA 33314-3399 (954) 797-1000

TENT & CANOPY CHECKLIST

TENT _____ (NON-COMMERCIAL PURPOSES ONLY)

CANOPY _____ (SEASONAL SALES & ALL OTHER PURPOSES)

CHRISTMAS TREES/4TH OF JULY FIREWORKS/PUMPKINS

* **Need** to apply for a Temporary Use Permit Application before submittal of permit to the Building Department.

This is a Zoning Permit Application. **(This may take up to two weeks, pending Town Council Approval.)**

* OCCUPATIONAL LICENSE: If use is intended for seasonal sales; this needs to be applied for at the same time.

(This may take up to two weeks, pending Town council Approval.)

* Three day sidewalk sales permit does not require a Temporary use permit; any questions please see the Zoning Department. **Bring a copy of of submitted applications**

Required

_____ If separate (storage area) please designate area on plot or survey.

_____ PROPERTY TAX FOLIO NUMBER AVAILABLE FROM Broward County Property Appraisers
(On Tax Notice or Receipt)

_____ **Zoning** 2 SURVEYS or SITE PLAN showing location of tent or canopy with all setbacks. (All vacant lots may be hand drawn with the tent or canopy on it; you will need the appropriate setbacks on it)
Surveys must show all easements and encumbrances

_____ 2 FLAME RETARDANT CERTIFICATE + swatch of fabric.

_____ LETTER FROM PROPERTY OWNER giving permission to use the property

_____ TEMPORARY POLE (Temporary Power) Electrical Application

_____ COMPLETED BUILDING PERMIT APPLICATION

_____ NOTARIZED SIGNATURE ON APPLICATION

_____ CONTRACTORS - A copy of all applicable licenses (Competency & Occupational) and original Insurance Certificates for Workman's Comp and General Liability

_____ OWNER BUILDER DISCLOSURE STATEMENT to be completed

_____ MUST PROVIDE PORTABLE TOILETS if none are available within 250 feet

If toilets are available within 250 feet of Tent/Canopy a letter of permission for usage must be provided from owner.

_____ Application fee of \$30.00 due at the time of permit submittal.